

**SUMMARY OF THE
REGULATORY COORDINATION COMMITTEE MEETING
SEPTEMBER 04, 2002**

The Regulatory Coordination Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, September 04, 2002, at 11:00 a.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Kevin Coats of the US Army Corps of Engineers led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address items of importance identified in the meeting agenda.

INTRODUCTION

Mr. Coats called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

The minutes from the teleconference held on August 21, 2002, were reviewed and approved as submitted. Mr. Coats reviewed the action items, which have been updated to their current status and are shown in Attachment A.

MEMBERSHIP ISSUES UPDATE

Mr. Coats reported that he had sent an email to Paul Kimsey to determine if there are any means for Sharon Dahl to serve on this Committee and is awaiting his reply.

ACCREDITING AUTHORITY SURVEY STATUS

Mr. Coats reported that Sherry Clay, Chair of the Membership and Outreach Committee, had suggested including a request for the name of the state agency that is responsible for laboratory accreditation on the Accrediting Authority Survey. Mr. Coats has subsequently added that question to the survey. Discussion ensued regarding the contacts these surveys should be sent to. Mr. Coats will ask Jerry Parr for his list of contacts and will supply it to Ilona Taunton, who will combine it with her list to form one master list. Mr. Coats asked everyone to review the survey one last time before finalization and to send him any input as to the process of how it should be sent, getting responses back, how it should look, etc. Mr. Coats hopes to get the web-based version of the survey in progress, if not completed, before NELAC 8i and have hard copies ready for the attendees to fill out.

ANNUAL REGULATORY SURVEY

During the previous teleconference, Mr. Coats had suggested a change of process to the annual regulatory survey, to make this task easier. He had proposed using The Environmental Lab Washington Report, which contains a summary of proposed legislation and rule making, as a source of regulations to summarize and endorse to NELAC committees and the Board. However, the publication has copyright limitations that precluded his scanning past issues to send to the members.

Mr. Coats has therefore established a list of back issues pertinent for this Committee to review and he will assign members to examine in the Federal Register those items found in these issues to determine if they contain regulations noteworthy to pass on to NELAC. Ms. Dahl volunteered to work on that source. Mr. Coats will contact Mr. Parr regarding this Committee's use of Mr. Parr's summaries of regulations that are published in his newsletters. This topic will be discussed further during the next teleconference.

OTHER BUSINESS

No other business was presented.

FUTURE TELECONFERENCES

The next teleconference is scheduled for Wednesday, September 18, 2002, at 11:00 a.m., EDT.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned.

ACTION ITEMS
REGULATORY COORDINATION COMMITTEE MEETING
September 04, 2002

Item No.	Date Proposed	Action	Date to be Completed
1.	09/04/02	Mr. Coats will ask Jerry Parr for his list of contacts and will supply it to Ms. Taunton, who will combine it with her list to form one master list for the Accrediting Authority Survey.	9/18/02
2.	09/04/02	Members are to review the survey one last time before finalization and to send Mr. Coats input as to the process of how the survey should be sent, getting responses back, how it should look, etc.	9/18/02
3.	09/04/02	Ms. Dahl will work on examining in the Federal Register those items found in the issues of <u>The Environmental Lab Washington Report</u> to determine if they contain regulations noteworthy to pass on to NELAC.	9/18/02
4.	09/04/02	Mr. Coats will contact Mr. Parr regarding this Committee's use Mr. Parr's summaries that are published in his newsletters.	9/18/02
5.	08/21/02	Mr. Coats will gather past issues of <u>The Environmental Lab Washington Report</u> and provide the members copies of the summaries, for their evaluation.	Completed
6.	6/13/02	Members are to review the survey questions and send any suggestions to each other.	Completed
7.	6/13/02	Members will meet prior to the session in Tampa in order to develop this survey and present it at the Regulatory Coordination session and to the Membership and Outreach Committee prior to leaving Tampa.	Completed
8.	05/29/02	Members are to help in determining sources of information that summarized what was occurring with state regulations.	In progress
9.	05/29/02	Mr. Coats offered to produce an initial draft of the regulatory survey.	In progress
10.	05/29/02	Mr. Coats will check with Silky Labie regarding this committee providing comments on proposed federal or state regulations.	Completed
11.	04/26/02	Regulatory Survey.	NELAC 8i
12.	04/26/02	Ascertain need for revision to existing model rule or for	In progress

Item No.	Date Proposed	Action	Date to be Completed
		additional model rules.	
8.	04/26/02	Coordinate with other NELAC committee chairs in Tampa for assignment of tasks.	Completed
9.	04/26/02	Discuss Regulatory Committee role as commenting on proposed EPA rules for NELAC with NELAC Board of Directors.	Completed

**PARTICIPANTS
REGULATORY COORDINATION COMMITTEE MEETING
September 04, 2002**

Name	Affiliation	Address
Kevin Coats, Chair	US Army Corps of Engineers	T: (402) 697-2563 F: (402) 697-2595 E: kevin.h.coats@usace.army.mil
David Bottrell (Absent)	US Department of Energy	T: (301) 903-7251 F: (301) 903-7613 E: david.bottrell@em.doe.gov
Eddie Clemons, II (Absent)	Xenco Laboratories	T: (281) 589-0692 F: (281) 589-0695 E: eddiec@xenco.com
Sharon Dahl	Minnesota Dept. of Health	T: (612) 676-5243 F: (612) 676-5317 E: Sharon.dahl@health.state.mn.us
Bennett Osborne (Absent)	Oregon Environmental Laboratory Assoc.	T: (509) 574-2354 F: (509) 574-2301 E: bennett.osborne@co.yakima.wa.us
Susan Smith	CHIPPM-Eur Dept. of Laboratory Sciences	T: (637) 186-7771 F: (637) 186-7054 E: susan.smith@cpe.amedd.army.mil
Ilona Taunton	TestAmerica Incorporated	T: (828) 258-3746 F: (828) 258-33973 E: itaunton@testamericainc.com
Kim Watson	Stone Environmental, Inc.	T: (802) 229-2196 F: (802) 229-5417 E: kwatson@stone-env.com
Gabrielle Porath (Contractor Support)	Anteon Corporation	T: (702) 731-5550, ext. 210 F: (702) 731-4027 E: gporath@anteon.com